



## Tempe Police Department Crime Prevention Unit

Serving the community since 1894

### INSTRUCTIONS TO THE APPLICANT (BUYER)

The applicant must provide each of the following items with every application.

1. Original completed BATF forms (BATF Form 1, or Form 4, or Form 5).  
*Please note: The BATF forms are 2 sided. ATF will not accept your application if the front and back are printed on separate pieces of paper.*
2. Certification of Citizenship form. (BATF Certification of Compliance with 18U.S.C. 922(g)(5)(B) form).
3. Three sets of printed fingerprints by the Tempe Police Department.
4. Three recent color photographs of the applicant that resemble a passport photo (2" X 2").  
**(Do not attach photographs to the applications until you are ready to submit them to the ATF)**
5. Valid identification in the form of an Arizona Driver's License, Passport or Birth Certificate.  
Note: The applicant must be a resident of the City of Tempe. Acceptable proof of residency may include but is not limited to an Arizona Driver's License, vehicle registration, tax records or utility billing records.
6. A signed and dated form from the City of Tempe titled; "Notice from the City of Tempe Police Department to the Applicant for Local Law Enforcement Clearance Pursuant to the National Firearms Act."
7. A signed and dated City of Tempe application for NFA weapon certification.

Completed forms and documents must be submitted in person to the Tempe Police Department Licensing Specialist. Call to make an appointment (480-350-8749). The licensing Specialist is located at 1855 E. Apache Blvd., Tempe. Submittals will be accepted Tues – Friday, from 8:00am – 5:00pm, excluding holidays. If you have questions regarding any of the BATF applications or paperwork, contact the ATF at 866-662-2750. If you have questions about the City of Tempe certification process, call 480-350-8749.

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### Important information for the applicant (Buyer)

The applicant should be aware of the following Arizona Revised Statute Sections:

#### 13-2701 Definitions

1. "Material" means that which could have affected the course of outcome of any proceeding or transaction. Whether a statement is material in any given factual situation is a question of law.
2. "Statement" means any representations of fact and includes a representation of opinion, belief or other state of mind where the representation clearly relates to state of mind apart from or in addition to any facts which are the subject of the representation.
3. "Sworn statement" means any statement knowingly given under oath or affirmation attesting to the truth of what is stated, including a notarized statement.

#### 13-2702 Perjury: Classification

- A. A person commits perjury by making a false sworn statement in regard to a material issue, believing it to be false.
- B. Perjury is a class 4 felony.



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### 13-2703 False Swearing: Classification

- A. A person commits false swearing by making a false sworn statement, believing it to be false.
- B. False swearing is a class 6 felony.

### 13-161 Presentment of False Instrument for Filing: Classification

A person who acknowledges, certifies, notarizes, procures or offers to be filed, registered or recorded in public office in the State, an instrument he knows to be false or forged, which, if genuine could be filed, registered or recorded under any law of this state or the United States, or in compliance with established procedure is guilty of a class 6 felony. As used in this section "instrument" includes a written instrument as defined in 13-2001.

### 13-2001 Definitions

9. "Written instrument" means:

- a) Any paper, document or other instrument containing written or printed matter or its equivalent; or
- b) Any token, stamp, seal, badge, trademark or other evidence or symbol of value, right, privilege or identification.